المراجعة رقم (1)









Important Points أهم النقاط في المحور الرابع

1 Aloi company

- Co-founded by Ms. Manandhar in 2019, Aloi provides financial services to women minibus drivers in the republic of Nepal.
- Aloi offers low-interest loans for electric minibuses and battery upgrades.
- Loans are received and repaid via a platform that is faster and simpler than traditional bank loan procedures.
- Business owners receive a digital token upon loan approval.
- All financial transactions are sent via SMS (text), eliminating the need for internet access.
- Passengers may schedule rides on the company's website.

2 Egypt launched first locally manufactured electric car

- Launched in February 2023 by the Arab Academy for Science, Technology and Maritime Transport.
- The vehicle accommodates five people and has a maximum speed of 60 km/hr.
- Utilizes a lithium-ion battery.
- Expected to have an affordable for the Egyptian market.

3 Operating Systems (OS)

- OS coordinates hardware and software communication.
- Ensures all running software receives the necessary resources from CPU, memory, and storage.
- Pre-loaded OS is common in computer purchases.
- Microsoft Windows is commonly used in schools and organizations.
- Macintosh computers use macOS®, which is more expensive and requires different software.
- Smartphones and tablets use different operating systems like Android and iOS.



4 System settings

- You can change the settings of an OS by using a system settings control.

The system settings control have different names depending on the OS are using. For example :

- Windows: Control Panel, iOS: Control Center, macOS: System Preferences.

5 Control Panel

- Located in the taskbar by typing Control Panel into the search box.
- Allows modification of hardware and software settings and configurations.
- Allows adding and removing wireless printers.
- Changes made in the Control Panel are automatically applied to other software.
- The layout and graphical interface of the Control Panel vary with each Windows version.

6 The installed fonts

- Use Control Panel.
- In the Control Panel, click on Fonts.
- View installed font in the library fonts.
- When downloading new fonts, it will be available in the fonts drop-down menu when opening Microsoft Office programs.

7 Writing a report in Microsoft word

- Microsoft word is a reliable tool for creating reports.
- Comfortable with writing reports in Word.

8 Microsoft Word features:

- Formatting tools for bolding, italicizing words, set up headings creating tables, and inserting images, hyperlinks, and footnotes.
- Editing tools for spelling, grammar, and conciseness checks.
- Preview tools for document preview before saving or printing.

9 Messaging services

- Facilitates idea communication and information sharing through the WhatsApp™ application.
- WhatsApp™ application is ideal for group project collaboration or feedback seeking.
- WhatsApp allows sending text, images, voice messages, and videos.
- WhatsApp allows one or multiple participants in a chat.

10 Office Suite Presentation Creation Tools

- Office Suite allows for the creation of presentations to express opinions and ideas.
- Creation tools make presentations engaging and visually appealing.
- *Microsoft PowerPoint includes drawing and writing tools for text creation.*
- Animation options add movement to sentences and words on slides.
- PowerPoint has easy-to-use tools make material visually appealing.

11 Databases Overview

- Databases store a large amount of information in a computer system.
- The data allow easy analysis or modification to meet user needs.
- Databases collect information about people, places, or things.
- Microsoft Excel™ can be used for database creation.

12 PowerPoint: Effective Presentation Tool

- Allows information sharing via text, images, videos, animations, and graphics.
- Enhances understanding of material beyond plain text.

13 Creating Flowcharts in PowerPoint Presentation

- To create a flowchart, click on SmartArt, choose a SmartArt Graphic, choose an option (for example list), click on a flowchart's description, choose the flowchart you want to use, click OK, click on text in the flowchart to add your information.

14 Flowchart Color Change

- Select slide and click on SmartArt Design.
- Click on Change Colors or SmartArt Styles.
- Choose the desired color.

15 Presentation Tips

- Speak clearly, slowly, and confidently.
- Introducing the purpose of the PowerPoint presentation.
- Practice your presentation in advance to avoid continuous text reading.
- Point to different sections of the flowchart during presentation.





Important Definitions

أهم التعريفات في المحور الرابع

Word	Definition
Operating system (OS)	• software that manages a computer's functions • runs the software and hardware • allows a user to communicate with the computer easily
databases	• store a large amount of information in a computer system
data	• can be easily analyzed or changed to meet the needs of users
flowcharts	• illustrate a series of steps and can be used for visualizing, planning, presenting, and tracking progress

Apps, websites, and ICT tools

برمجيات ومواقع وأدوات تكنولوجيا المعلومات والاتصالات

Microsoft PowerPoint

- It's used to create beautiful visual presentations.
- PowerPoint is a useful presentation tool to share information with others.
- It includes drawing and writing tools to create text.
- There are also animation options to add movement to sentences and words on your slides.

Microsoft Excel™

- It's used for calculation.
- It can be used for database creation.
- Excel automatically formats numbers.
- In Excel you can make things like sorting, adding, subtracting, multiplying, and dividing.
- To make a formula, type "=" in the cell then the needed values or cell reference.

Sample Tests On Theme Four

اختبارات مجمعة من مختلف المحافظات للعام السابق على المحور الرابع (تتضمن الأفكار المكررة في امتحانات العام السابق)



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Sample Test 1

1 Choose the correct answer from a, b, c or d.

1. A flowchart is used in a PowerPoint presentation to .... [سوهاج - طهطا ٢٠٢٤]
   a. add text to slides b. change color of slides
   c. display a series of steps d. insert audio files into slides
2. .... is the Control Panel equivalent in iOS. [الأزهر الشريف - الشرقية ٢٠٢٤]
   a. Settings b. Dashboard c. Control Center d. System Preferences
3. .... is a purpose for which you might use a messaging service like WhatsApp in school. [أسيوط - أبو تيج ٢٠٢٤]
   a. Streaming video content b. Calculating complex equations
   c. Collaborating on a group project d. Remotely control another device
4. .... is an Excel feature allowing you to arrange your data in ascending or descending order. [الإسكندرية - العامرية ٢٠٢٤]
   a. Filtering b. Formatting c. PivotTables d. Sorting
5. You can start entering a formula in an Excel cell, ... [الإسماعيلية - القنطرة ٢٠٢٤]
   a. by typing "$" b. by typing "+" c. by typing "=" d. by typing "-"
6. Information about people, places, and objects can be gathered using .... [الغربية - شرق طنطا ٢٠٢٤]
   a. databox b. control panel c. data center d. databases
7. Writing " = " first in Excel means that you will start a .... [دمياط - الرو ٢٠٢٤]
   a. formula b. game c. meeting d. lesson

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. It isn't expected that the electric vehicle will be inexpensive for the Egyptian market. [الأزهر الشريف - البحيرة ٢٠٢٤] ( )
2. The first locally manufactured electric car in Egypt has a maximum speed of 60 km/hr. [الشرقية - الحسينية ٢٠٢٤] ( )
3. In 2020, Ms. Manandhar co-founded the fintech company Aloi, a company that helps people use financial services. [القاهرة - مصر الجديدة ٢٠٢٤] ( )
4. Macintosh computers use an operating system called Windows. ( ) [بورسعيد - جنوب ٢٠٢٤]
5. Without an operating system, the computer can still perform basic tasks. ( ) [الإسكندرية - العامرية ٢٠٢٤]
6. You can customize your own slide size in PowerPoint. [الفيوم - طامية ٢٠٢٤] ( )
7. Microsoft Word provides tools for formatting text such as bold and italics. ( ) [دمياط - السرو ٢٠٢٤]
8. PowerPoint does not provide an option to save presentations as a PDF file. ( ) [القاهرة - البرج ٢٠٢٤]

قم بتلوين الدائرة باللون المناسب لمستواك. ◯

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Sample Test 2

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Most minibus drivers in Kathmandu, Nepal, are men. [الجيزة - الدقي ٢٠٢٤] ( )
2. You can't remove computer programs from your computer. [القاهرة - حدائق القبة ٢٠٢٤] ( )
3. Microsoft Windows comes pre-installed on most of laptops and PCs, and schools generally use this operating system. [الازهر الشريف - الغربية - سمنود ٢٠٢٤] ( )
4. Windows installs the necessary software so you can use a new printer right away when you plug it into a PC. [الاسكندرية - العجمي ٢٠٢٤] ( )
5. When working on a group project or asking teachers or fellow students for feedback, a messaging service is used. [المنوفية - منوف ٢٠٢٤] ( )
6. Playstore is used to create a presentation. [الشرقية - فاقوس ٢٠٢٤] ( )
7. You can make changes to your presentation in Review mode in PowerPoint. [القاهرة - الزيتون ٢٠٢٤] ( )

2 Choose the correct answer from a, b, c or d.

1. .... launched its first locally manufactured electric car, in February 2023.
   a. Egypt b. Japan c. India d. KSA
   [الأزهر الشريف - المنيا - مغاغة ٢٠٢٤]
2. .... is the primary purpose of using flowcharts in a PowerPoint presentation.
   a. Illustrate a series of steps b. Display colors
   c. Compare different data d. None of them
   [بورسعيد - بور فؤاد ٢٠٢٤]
3. To uninstall Android app, open Google Play Store, then tap on .... icon.
   a. trash b. computer c. profile d. none of them
   [الاسكندرية - المنتزة ٢٠٢٤]
4. For creating and sharing reports, Microsoft .... remains the most reliable creation tool. [الجيزة - العجوزة ٢٠٢٤]
   a. Excel b. Word c. Outlook d. PowerPoint
5. In .... mode, you can check for text errors in your presentation and make changes. [البحيرة - الدلنجات ٢٠٢٤]
   a. Save b. Print c. Review d. All of them
6. Operating system (OS) is the software that .... [أسوان - أدفو ٢٠٢٤]
   a. manages a computer's functions b. runs the software and hardware
   c. allows a user to communicate with the computer easily
   d. all of them
7. Smaller than .... is the recommended text size according to the 10-20-30 rule in PowerPoint presentations. [سوهاج - جرجا ٢٠٢٤]
   a. 10-point size b. 20-point size c. 30-point size d. 40-point size
8. .... is a creation tool in PowerPoint that can be used to write your message.
   a. Text box b. SmartArt c. Pictures d. Themes and Variants
   [قنا - قفط ٢٠٢٤]



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Sample Test 3

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. To add a new wireless printer, select Hardware and Sound, then click on my computer icon. [القاهرة - المطرية ٢٠٢٤] ( )
2. Microsoft PowerPoint can be used to create presentations that share thoughts and views. [الازهر الشريف - اسيوط - الفتح ٢٠٢٤] ( )
3. PDF is a format used after printing to keep its formatting. [سوهاج - البلينا ٢٠٢٤] ( )
4. Android and iOS are examples of operating systems used on desktop computers. [كفر الشيخ - الحامول ٢٠٢٤] ( )
5. You can only send text messages through WhatsApp and not images or videos. [الاسكندرية - برج العرب ٢٠٢٤] ( )
6. The database's data is easily analyzed or modified to suit users' needs. [قنا - الوقف ٢٠٢٤] ( )
7. The sort is from the common Excel tools. [اسيوط - ابو تيج ٢٠٢٤] ( )
8. To improve the visual appeal of your flowchart, think about adjusting the colors. [الغربية - السنطة ٢٠٢٤] ( )

2 Choose the correct answer from a, b, c or d.

1. .... is the maximum speed of Egypt's first locally manufactured electric car. [القليوبية - بنها ٢٠٢٤]
   a. 60 km/hr b. 120 km/hr c. 80 km/hr d. 100 km/hr
2. Ms. Manandhar studied artificial intelligence in .... [بني سويف - الواسطى ٢٠٢٤]
   a. Stanford University b. Singularity University at NASA
   c. Harvard University d. Massachusetts Institute
3. A .... illustrates a series of steps and can be used in a PowerPoint presentation. [الازهر الشريف - البحيرة - الدلنجات ٢٠٢٤]
   a. formula b. process c. flowchart d. database
4. Ms. Sonika Manandhar saw that using small electric buses could reduce the .... emissions rate. [الشرقية - أبو كبير ٢٠٢٤]
   a. oxygen b. petrol c. carbon d. water
5. Different operating systems, such as iOS and ...., are used by tablets and smartphones. [القاهرة - النزهة ٢٠٢٤]
   a. Mac b. Android c. Fedora d. Linux
6. .... used to change the settings of Windows OS. [الجيزة - العياط ٢٠٢٤]
   a. Manage Panel b. Both a & b c. Control tools d. Control Panel
7. You can use messaging services such as the .... application. [الفيوم - أبشواى ٢٠٢٤]
   a. Text b. EKB c. Word™ d. WhatsApp™

قم بتلوين الدائرة باللون المناسب لمستواك. ◯

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قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة المحور مرة أخرى.

Sample Test 4

1 Choose the correct answer from a, b, c or d.

1. When you buy a computer, it usually has a pre-loaded .... [القليوبية - قليوب ٢٠٢٤]
   a. OS b. GIMP c. Excel d. Word
2. To remove an app in an android device, open...............app, then tap on the Profile icon then tap uninstall. [الازهر الشريف - الغربية ٢٠٢٤]
   a. IOS b. Google Play Store c. Windows d. Facebook
3. Ms. Sonika Manandhar's studies focused on the engineering field, ... and artificial intelligence. [اسيوط - سمالوط ٢٠٢٤]
   a. mechanics b. robotics c. sports d. gaming
4. The operating system (OS) is the .... that manages a computer's functions. [المنيا - ملوى ٢٠٢٤]
   a. hardware b. website c. software d. game
5. .... means remove programs from your computer. [الجيزة - ٦ أكتوبر ٢٠٢٤]
   a. Uninstall b. Website c. Insert d. Install
6. .... is a family of open-source operating systems. [الاسكندرية - برج العرب ٢٠٢٤]
   a. Windows b. macOS c. Linux d. none of them
7. You can use .... tools to check reports for spelling, grammar and conciseness. [كفر الشيخ - الحامول ٢٠٢٤]
   a. deleting b. cutting c. saving d. editing

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. Flowcharts can be used to plan, organize, show, and monitor a task or project's progress. [الفيوم - غرب الفيوم ٢٠٢٤] ( )
2. Excel includes drawing and writing tools to create text. [دمياط - الزرقا ٢٠٢٤] ( )
3. When you type in numbers, such as date, Excel will automatically format them. [الازهر الشريف - الأقصر ٢٠٢٤] ( )
4. Visuals in a presentation are appealing additions to any presentation. [دقهلية - اجا ٢٠٢٤] ( )
5. Smart phones and tablets don't use different operating systems. [قنا - دشنا ٢٠٢٤] ( )
6. Some software installs automatically. [القاهرة - الزيتون ٢٠٢٤] ( )
7. PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers. [الشرقية - مشتول ٢٠٢٤] ( )
8. Databases store a large amount of information in a computer system. [الأزهر الشريف - القليوبية ٢٠٢٤] ( )



قم بتلوين الدائرة باللون المناسب لمستواك.



March Test

1 Choose the correct answer from a , b, c or d.

1. .... web content that is set and remains the same to every user who visits the website.
   a. Dynamic b. Static c. Social d. Effective
2. Dynamic web content can be made with ...., a highly functional programming language.
   a. HTML b. CSS c. JavaScript d. C++
3. The .... program is a creation tool that you can use for presentations.
   a. PowerPoint b. Paint c. Zoom d. Chatbot
4. .... improves the image and makes it appear more lovely.
   a. Cropping b. Paint c. ESP d. Retouching
5. Real-time communication often .... you to get your message across in a more engaging way.
   a. allows b. stops c. prevents d. blocks
6. Modification of removable hardware and software settings and configurations is possible via the ....
   a. recycle bin b. control panel
   c. web browser d. Microsoft edge settings
7. Ms. Sonika Manandhar wants to solve .... in Nepal.
   a. high carbon emission rate b. lack of electronic minibus
   c. difficulty for women to get loans d. all of them

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. HTML is used to create static web content. ( )
2. Smartphones and tablets use several operating systems, like Android and iOS. ( )
3. Check that the file was downloaded correctly if it is corrupted. ( )
4. A process called cropping turns two images into one. ( )
5. GIMP didn't support different file formats, such as PDF, gif, or jpeg. ( )
6. You should send an email to follow up after the meeting. ( )
7. JavaScript can be used to add more dynamic content. ( )
8. Graphic designers, photographers, and other creative professionals use expensive software such as Adobe Photoshop. ( )



كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9



خطوة 1

File → Print... Ctrl+P

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

Pages: 4 - 9

خطوة 4
اختيار نوع الورق

Page Setup...

خطوة 5
اختيار A4

Size: A4

خطوة 6

Print

حمل الآن

مجانا وحصريا

المراجعة رقم (2)

اختبار شهر مارس





March Revision

① Summary

Lesson 1

- Ms. Sonika Manandhar is a fintech entrepreneur and National Geographic Explorer from the Republic of Nepal.
- She co-founded the fintech company Aloi in 2019.
- She studied engineering, robotics, and artificial intelligence at **Singularity University at NASA**.
- Aloi helps women minibus drivers in Nepal get **low-interest** loans to buy and upgrade electric minibuses with long-lasting **lithium-ion batteries**.
- **The loans** are received and repaid through **Aloi's platform**, which is simpler and faster than most current bank loan procedures.
- All financial transactions are sent as **SMS (text)** without the need for internet.
- Passengers can schedule rides on the company's website and pay with **digital tokens** or through **mobile wallets**.



- As part of its **green economy** strategy, Egypt launched its first locally manufactured **electric car** in February 2023.
- The car is designed to accommodate **Five** people, has a maximum speed of **60** km/hr, and uses a **lithium-ion** battery.
- A **mobile wallet** is an app for storing money that can be used to send and receive funds, pay bills, book travel tickets, and subscribe to services provided by companies.

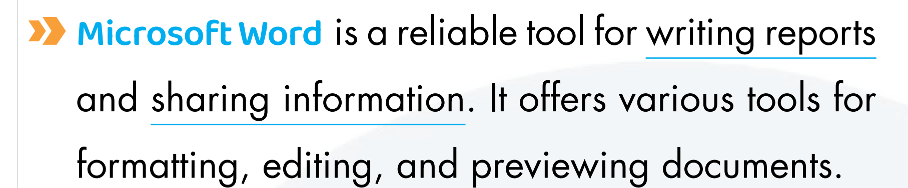


Lesson 2



- An **Operating System (OS)** is the most important software on a computer. It manages the computer's functions, runs the software and hardware, and allows a user to communicate with the computer.
- The OS coordinates the communication between your hardware and software.
- Most laptops and computers have **Microsoft Windows** pre-loaded.
- Macintosh computers use **macOS.**
- Smartphones and tablets use different operating systems, such as **Android** and **iOS**.
- You can change the settings of an OS by using the **system settings control**. In Windows, it is called **Control Panel**; iOS has **Control Center**; and macOS has **System Preferences.**
- The changes you make in the Control Panel are automatically applied to other software on your computer.
- Some software installs automatically. For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.
- It is also simple to remove computer programs from your computer.
- To uninstall programs, select **Programs and Features** from the **Control Panel.**
- **Linux** is a family of **open-source** operating systems, such as Fedora, Linux Mint, and Debian. Open-source means that anyone can run Linux for any reason.
- Linux often **runs faster** and **more efficiently** than other operating systems, such as Windows.





Lesson 3



- **Microsoft Word** is a reliable tool for writing reports and sharing information. It offers various tools for formatting, editing, and previewing documents.
- To customize your report, you can choose different designs by clicking on the **Layout** and **Insert** tabs.
- You can select the **Font** from the drop-down menu and start typing.
- The **Insert** tab allows you to add pictures to your document.
- Microsoft Word provides **Formatting tools** to add **bold**, italicize words, set up headings, create tables, and insert images, hyperlinks, and footnotes.
- It also offers **editing tools** to check reports for spelling, grammar, and conciseness.
- It also offers **preview tools** to view a document before saving or printing.
- **Messaging services** like **WhatsApp** can be used for collaboration on group projects or to seek feedback.



- **Messaging services** allow you to send text, images, voice messages, and videos.
- You can include **one** person in a chat, or **many** people.
- **Messaging services** have advantages over standard text messaging. They use the internet, so messages are almost **free**. There are **no special prices** for messaging someone from across the world. Messages sent are **encrypted**; they are **compatible** on any device and with both **Android** and **Apple** products. There are **no restrictions**.



Lesson 4

- **Office Suite** can be used to create presentations to express **opinions** and **ideas**.
- **MS PowerPoint** includes **drawing** and **writing** tools to create **text** and **animation** options to add movement to sentences and words on your slides.



- **Design tab >> Slide Size**: It allows you to choose the **size** of your slide. You can choose **Standard** or **Widescreen**, or **customized**.
- **Save As >> PDF option**: It allows you to save your presentation as a **PDF** file before printing to keep its formatting.
- **Edit in Review mode**: It allows you to **review** your presentation and make changes if there are any text errors or issues with the layout.
- **Design tab >> Themes and Variants**: It helps you choose a **style** for your presentation.
- **File tab >> Print**: It allows you to see a **Final preview** of your flyer and print it.
- **Insert tab >> Pictures**: It allows you to **add pictures** to your presentation.
- **Insert tab >> Text Box**: It allows you to **write** your message.
- Remember the **10-20-30 rule**: a presentation shouldn't be more than 10 slides, longer than 20 minutes, and with fonts smaller than 30 points in size.







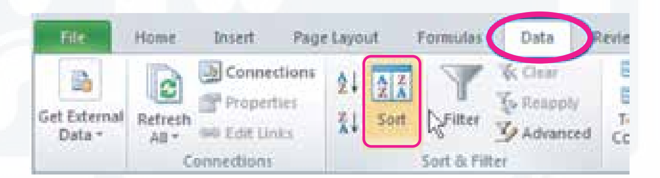
- You can also use **SmartArt**, but make sure it's easy to read.





Lesson 5

- **Databases** store a large amount of information in a **computer system**.
- Databases can be used to **collect information** about people, places, or things. For example, a teacher may have a secure database that includes student information.
- **Microsoft Excel** can be used to create **databases**.
- All data must be managed in compliance with Egypt's **Data Protection Laws**.
- To add additional information columns to a database, **right-click** the top of the column and then select **Insert Column**. Then add your column **heading**.
- When you type in numbers, such as a date, Excel will **automatically format** them.
- **Common Excel tools** include sorting, adding, subtracting, multiplying, and dividing.
- To sort: Go to the **toolbar** >> **Data** >> **Sort**.

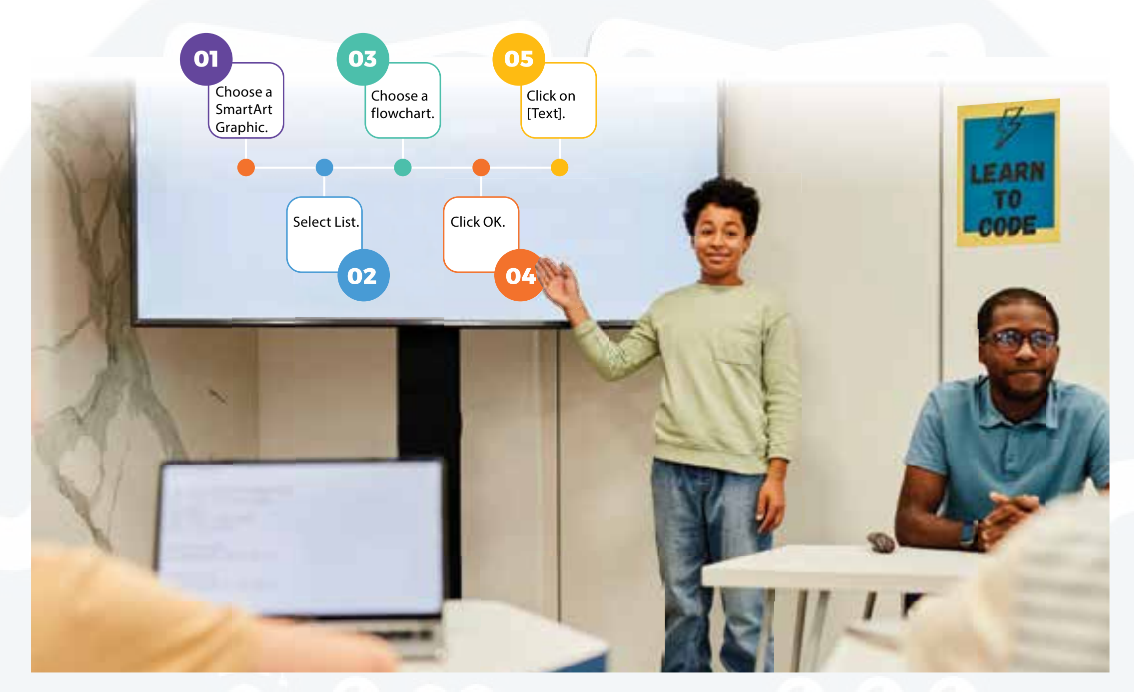


- Excel lets you manipulate numbers in your database by adding **Formulas**.
- You can also add text, such as names, to cells, with or without using a formula.
- To create a formula, you first must type **"="** in the cell. This lets Excel know you are creating a formula.



Lesson 6

- PowerPoint is a presentation tool that allows you to **share information** via text, images, videos, animations, and graphics.
- Visuals in a presentation help understand the material better than just plain text.



- A flowchart is a tool that can be included in a PowerPoint presentation. It illustrates a **series of steps** and can be used for visualizing, planning, presenting, and tracking the progress of a task or project.
- To create a flowchart in PowerPoint: Go to the **Insert tab** >> **SmartArt** >> **SmartArt Graphic** >> Select the **Flowchart** you want to use >> Click **OK**.
- To change the flowchart colors: Click on **SmartArt Design** >> **Change Colors** or choose an option using **SmartArt Styles**.
- When giving a presentation, speak **clearly**, **slowly**, and **confidently**.
- Introduce the **purpose** of your PowerPoint presentation to your audience.
- **Practice** your presentation in advance.
- Point to the **Flowchart sections** as you present the information about them.



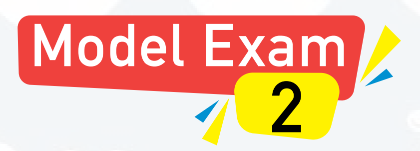
1 Choose the correct answer:

1. .... is/are used to store a large amount of information in a computer system.
   a. Search engines b. Databases
   c. Social media d. Stock exchange
2. Messaging services, such as ...., are used for communication worldwide.
   a. SMS b. WhatsApp
   c. Scratch d. None of the previous
3. .... is the software that manages a computer's functions and runs the software and hardware
   a. An operating system b. CPU
   c. AI d. None of the previous
4. The first locally manufactured electric car works with ....
   a. gas b. a lithium-ion battery
   c. fuel d. water
5. The recommended rule to follow in a PowerPoint presentation is ....
   a. 5-10-15 b. 10-20-30 c. 15-20-30 d. 20-30-40
6. The system settings control is called the .... in Windows.
   a. Control Center b. System Preferences
   c. Control Panel d. none of the previous
7. Microsoft Word is primarily used for ....
   a. creating presentations b. writing reports
   c. web browsing d. photo editing



2 Put (✓) or (✗):

1. Saving your presentation as a PDF file keeps its formatting. ( )
2. Ms. Manandhar used technology to improve her local environment. ( )
3. The changes you make in the Control Panel aren't automatically applied to other software in your computer. ( )
4. Microsoft Word includes editing tools that allow you to check if your reports are concise and free of spelling and grammatical errors. ( )
5. A flowchart in a PowerPoint presentation illustrates a series of steps. ( )
6. Smartphones and tablets use the same operating systems as computers. ( )
7. Using small electric buses could reduce the emissions rate. ( )
8. Macintosh computers use the macOS operating system. ( )



1 Choose the correct answer:

1. Most computer devices and portable computers use the operating system ....
   a. macOS b. Microsoft Windows
   c. Android d. iOS
2. Aloi is a/an .... company that helps people use financial services.
   a. fintech b. healthcare
   c. transportation d. education
3. To add a new wireless printer in Windows, you can select ...., then Add a Device.
   a. Programs and Features b. System and Security
   c. Hardware and Sound d. Network and Internet

4. .... tools help you choose a style for your presentation in PowerPoint.
   a. Slide Size b. Save As
   c. Print d. Themes and Variants

5. You can use .... to create databases.
   a. MS PowerPoint b. MS Teams
   c. MS Excel d. MS Word

6. Which option is found in PowerPoint and NOT in Word?
   a. Inserting images b. Changing the font size and type
   c. Adding animations d. Checking for text errors

7. As part of its strategy to adopt a green economy, Egypt launched its first ....
   a. fast train
   b. satellite channel
   c. locally manufactured electric car
   d. digital educational platform

2 Put (✓) or (✗):

1. Microsoft PowerPoint can be used to create presentations that express your opinions and ideas. ( )
2. Windows is generally more expensive than other operating systems. ( )
3. When you plug a new printer into a PC, Windows downloads the correct software automatically. ( )
4. A presentation can be created containing images, videos, and animations. ( )
5. You can customize the slide size in PowerPoint using the Insert tab. ( )
6. The first locally manufactured electric car worked with fuel. ( )
7. Microsoft Excel cannot be used to create databases. ( )
8. WhatsApp™ services are compatible with Android and Apple devices with no restrictions. ( )



Model Exam 3

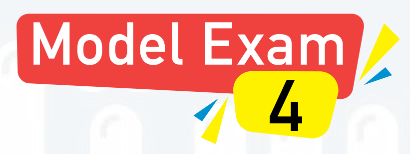
1 Choose the correct answer:

1. Fonts smaller than .... points should not be used.
   a. 10 b. 20
   c. 30 d. 40
2. Messaging services are compatible with the .... operating system(s).
   a. Android b. iOS
   c. both a and b d. none of the previous answers
3. Mobile wallet is an app that can be used to ....
   a. send and receive money b. pay bills
   c. book travel tickets d. all the previous answers
4. To add additional information columns to a database, ... the top of the column.
   a. right click b. left click
   c. double click d. all of them
5. You can easily remove a program in Windows by selecting .... in Control Panel, then Uninstall.
   a. Programs and Features b. System and Security
   c. Hardware and Sound d. Network and Internet
6. .... is used to display a series of steps in a PowerPoint presentation.
   a. Color b. A flowchart
   c. Text d. Note
7. As part of its strategy to adopt a green economy, Egypt launched its first ....
   a. fast train
   b. satellite channel
   c. locally manufactured electric car
   d. digital educational platform



2 Put (✓) or (✗):

1. From the disadvantages of using WhatsApp™ is that messages sent are encrypted. (   )
2. The PowerPoint presentation should exceed 20 minutes. (   )
3. The layout and graphical interface of the Control Panel aren't different in every version of Windows. (   )
4. Sending a photo using messaging services requires internet access. (   )
5. A word processing program is used to write reports and share information. (   )
6. Databases may be used by a business to track employees' information. (   )
7. PowerPoint has animation options that allow you to add movement to sentences and words on slides. (   )
8. WhatsApp™ application allows you to send and receive messages for free. (   )



1 Choose the correct answer:

1. The .... tab allows you to choose the size of your slides in PowerPoint.
   a. Design b. Save As c. Edit d. Insert
2. You can add a SmartArt in PowerPoint program via the.......................... .
   a. Insert tab b. Home tab
   c. Review tab d. View tab
3. Apple Macintosh computers use the .... operating system.
   a. macOS b. iOS c. Android d. Linux
4. Smartphones and tablets use .... operating system(s).
   a. Android b. iOS c. macOS d. both a and b



5. When you plug a new printer into a PC, the Windows will ....
   a. download the correct software to use it
   b. uninstall it
   c. change its settings
   d. prevent its specification

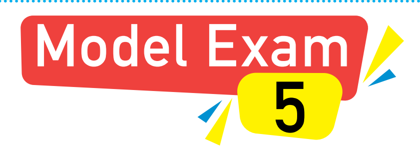
6. Which of the following is NOT a feature of messaging services?
   a. They are free to send messages.
   b. Messages are encrypted.
   c. There are restrictions with some devices.
   d. They are compatible with Android and iOS.

7. Egypt is launching its first electric car to adopt ....
   a. economic development
   b. green economy
   c. sustainable transportation
   d. environmental protection

2 Put (✓) or (✗):

1. The operating system is considered the most important program in your computer. (   )
2. If there are any text errors or layout issues, you can make changes in the Review mode. in PowerPoint. (   )
3. When you write numbers, such as a date, Microsoft Excel automatically formats them. (   )
4. Databases store a small amount of information in a computer system. (   )
5. Excel does not allow adding text to cells, while it only allows adding numbers. (   )
6. Aloi assists women minibus drivers in Nepal to obtain high-interest loans. (   )
7. Messaging services allow communication through text messages only. (   )
8. You can modify the device and programs settings through the Control Panel. (   )





1 Choose the correct answer:

1. Sending and receiving free messages all over the world is one of the advantages of ....
   a. Paint
   b. Microsoft Windows
   c. electronic games
   d. messaging services
2. What does the business owner receive when the funder approves the loan?
   a. A physical token
   b. A digital token
   c. A bank transfer
   d. Cash
3. To create a flowchart, first click on .... from the Insert tab.
   a. Database
   b. SmartArt
   c. WordArt
   d. none of them
4. To install a new font, drag and drop the downloaded font into the .... in Windows Control Panel.
   a. Programs
   b. Fonts Library
   c. System
   d. Networks
5. You can add pictures to your presentation in PowerPoint using the .... tab.
   a. Design
   b. Insert
   c. Animations
   d. Review
6. All the following are specifications of Egypt's first electric car, except that it ....
   a. accommodates 5 people
   b. has a maximum speed of 120 km/hr
   c. uses a lithium-ion battery
   d. has affordable prices
7. The advantages of messaging services over standard text messaging include that ....
   a. they are almost free to send
   b. they are compatible on any device
   c. sent messages are encrypted
   d. all the previous answers



8. .... program allows you to add movement to the sentences and words on your slides.
   a. GIMP b. HTML
   c. Microsoft PowerPoint d. Microsoft Word

2 Put (✓) or (✗):

1. The first locally manufactured electric car's maximum speed is 60 km/hr. (   )
2. Without an OS, your computer will become useless. (   )
3. Aloi handles the loans process through traditional banks. (   )
4. You can use messaging services to collaborate on a group project. (   )
5. You don't need to practice your presentation in advance. (   )
6. A PowerPoint presentation must exceed 10 slides. (   )
7. The current electric vehicles can be upgraded with long-lasting lithium-ion batteries. (   )



Answers

Model Exam 1

1

1 b	2 b	3 a	4 b
5 b	6 c	7 b	

2

1 ✓	2 ✓	3 ✗	4 ✓
5 ✓	6 ✗	7 ✓	8 ✓

Model Exam 2

1

1 b	2 a	3 c	4 d
5 c	6 c	7 c	

2

1 ✓	2 ✗	3 ✓	4 ✓
5 ✗	6 ✗	7 ✗	8 ✓

Model Exam 3

1

1 c	2 c	3 d	4 a
5 a	6 b	7 C	

2

1 ✗	2 ✗	3 ✗	4 ✓
5 ✓	6 ✓	7 ✓	8 ✓

Model Exam 4

1

1 a	2 a	3 a	4 d
5 a	6 c	7 b	

2

1 ✓	2 ✓	3 ✓	4 ✗
5 ✗	6 ✗	7 ✗	8 ✓

Model Exam 5

1

1 d	2 b	3 b	4 b
5 b	6 b	7 d	8 c

2

1 ✓	2 ✓	3 ✗	4 ✓
5 ✗	6 ✗	7 ✓	

المراجعة رقم (3)

اختبار شهر مارس





April Revision

Lesson 01 Explorer in action



Ms. Sonika Manandhar is:

1- financial technology entrepreneur
2-National Geographic Explorer

-She is from Nepal.

-Her studies focused on:

The engineering field, and robotics and artificial intelligence at Singularity University at NASA, in California.

Improving the Environment

- Ms. Manandhar uses her X™, formerly known as Twitter®, and Instagram accounts to spread awareness of the benefits of green micro-entrepreneurs for society.
- Ms. Manandhar wanted to use her knowledge to improve the local environment in Republic of Nepal by reducing the carbon emissions rate.
- She saw that using small electric buses could reduce the emission rate.
- She noticed that most of the minibus drivers in the capital Kathmandu were women



The fintech company Aloi

- In 2019, Ms. Manandhar co-founded the fintech company **Aloi**.
- **Aloi** is a company that helps people use financial services.
- **Aloi** helps **women minibus drivers** in the Republic of Nepal to get **low-interest loans**. These loans are used to:
  1- Buy electric minibuses
  2- Upgrade existing electric minibuses **with long-lasting lithium-ion batteries**.
- They receive and repay the loans through the **company's platform**, which is **simpler** and **faster** to use than most current bank loan procedures.

aloi

- When the **funder approves a loan**, the business owner gets a **digital token**.
- She spends the token with an approved seller, such as an electric vehicle seller.
- Then the business owner pays the funder back each month from the profits of her business.
- All financial transactions are sent via **SMS** (text), without the need to use the internet.



- The platform reports the payment information, so the funders know exactly how the loans were spent and how much is paid back.
- Passengers can **schedule rides** on the company's website and make payments using **digital tokens** or **mobile wallets**.

Egypt's First Electric Car

- As part of its strategy to adopt a **green economy**,
- Egypt launched its first locally manufactured **electric car**.
- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced the vehicle's specifications.
  1. The vehicle is designed to accommodate **five** people.
  2. Its maximum speed is **60** km/hr
  3. It uses a **lithium-ion battery**.
- The electric car is expected to have an **affordable** price for the Egyptian market.

Note:

- In Nepal, Riders can schedule and pay their rides using social media messaging tools on **Facebook** and **Instagram** with the digital platform's tokens or their own **mobile wallet**.
- **Mobile wallet** is an app for storing money used to:
  1- Send and receive funds   2- Pay bills
  3- Book travel tickets   4- Subscribe to services
  5- Allow users to access their money and use it electronically anywhere and at any time.

Lesson 02 OPERATING SYSTEMS AND SOFTWARE



Operating System (OS)

It is the software that manages a computer's functions, runs and coordinates the communication between the software and hardware, and allows a user to communicate with the computer easily.



- **Operating System (OS)** is the most important software on your computer. Without it, your computer is useless.
- OS ensures that all the software that is running at the same time gets what it needs from the Central Processing Unit (CPU), memory, and storage. This keeps your computer running smoothly.
- When you buy a computer or device, it usually has a **pre-loaded OS**.
- Most laptops and computers have **Microsoft Windows** pre-loaded, which is often used in schools and organizations.
- Apple Macintosh computers use **macOS**.
- You have to pay for different software for each of these
- operating systems, and macOS is generally more expensive.



- Smartphones and tablets use different operating systems, such as **Android** and **iOS**.





Changing the System Settings

- You can change the settings of an **OS** by using a **system settings control**.
- These controls have different names and appearances depending on the OS:

- **Windows:** Control Panel - **iOS:** Control Center - **macOS:** System Preferences

Windows Control Panel



- On most computers, you can locate the Control Panel by typing "Control Panel" into the search box in the taskbar.

All adjustable hardware and software settings and configurations can be modified in the Control Panel.

Example 1 Adding a New Wireless Printer

1- Select Hardware and Sound 2- Then Add a device

3- Select the one you want to add to your computer.

Example 2 Removing a Device

1- Select Hardware and Sound 2- Then Add a device 3- Select Remove.

The changes you make in the Control Panel are automatically applied to other software in your computer.

Example 3 Downloading a New Font

1- In the Control Panel, click on Fonts.

2- Drag and drop the font file from your Downloads folder into the fonts library.

- Then, when you open any Microsoft Office program, the new font will be available in the fonts drop-down menu.

The layout and graphical interface of the Control Panel is different in each version of Windows since programmers try to improve it each time an updated OS is released.

Installing and Removing Programs

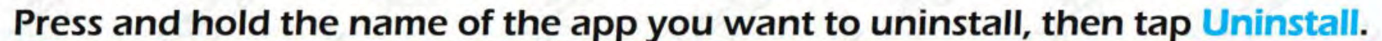
- Some software installs automatically.
- For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.

It is also simple to remove computer programs from your computer using these steps.

Removing a program in Windows

- Open the Control Panel. Select Programs.
- Then select Programs and Features.
- Find the program you want to uninstall from the list.
- Right-click on it or press and hold, then select Uninstall or Uninstall/Change.
- Follow the directions on the screen.

Removing a program in Android



- Open Google Play Store app, then tap on the Profile icon.

Tap Manage apps & devices, then Manage.

Press and hold the name of the app you want to uninstall, then tap Uninstall.

Note:

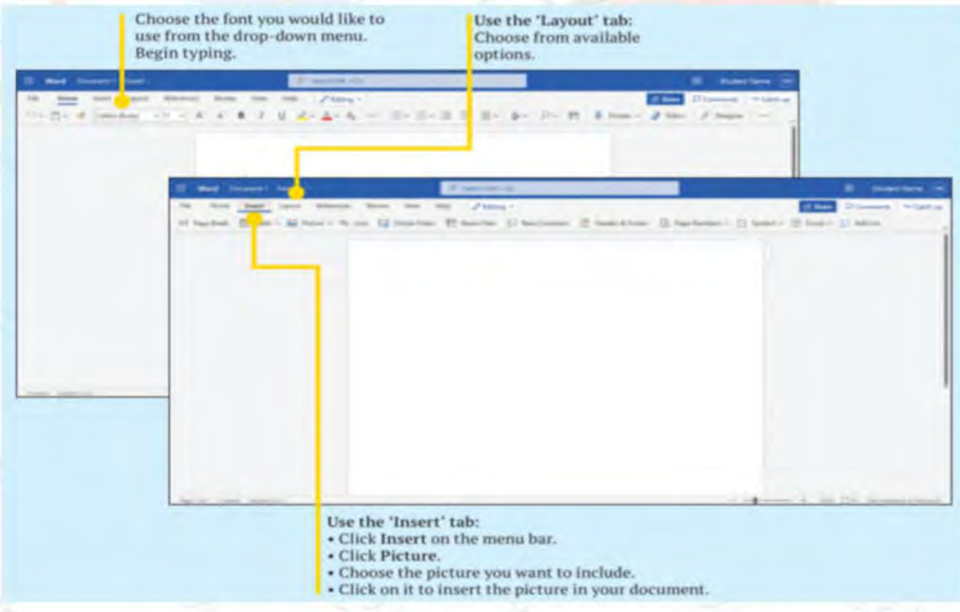
- **Linux** is a family of **open-source** operating systems, which includes variants such as **Fedora, Linux Mint,** and **Debian.**
- **Open-source** means that anyone can run Linux for any purpose and make changes to it. It can be distributed by anyone around the world.
- Operating systems that use Linux often run faster and more efficiently than other OS, such as **Windows.**

Lesson 03 WRITING AND SHARING REPORTS



Writing a report in Microsoft Word

- Microsoft Word is still the most reliable creation tool to use for writing reports to share information.
- You've become quite comfortable writing reports in Microsoft Word and using **Microsoft Word tools.**
- To choose between different designs in **Microsoft Word:**
  Click on the Layout and Insert tabs and choose the elements you want to include.



Microsoft Word tools

Formatting tools

To:
- Add bold, and italicize words
- Set up headings
- Create tables
- Insert images, hyperlinks, and footnotes.

Editing tools

To - Check reports for spelling, grammar, and conciseness.

Preview tools

To - View a document before saving or printing.

Messaging Services

- You can use messaging services, such as the WhatsApp to:
  - Communicate ideas.
  - Share information.
- You might also use messaging services to collaborate on a group project or to seek feedback from classmates or teachers.
- Like text messaging, messaging services allow you to send:
  - Text
  - Images
  - Voice messages
  - Videos
- You can include **one person** in a chat, or **many people**.

Advantages of messaging services like WhatsApp over standard text messaging



1. Since they use the internet, messages are almost always free to send and receive.
2. There are no special prices to worry about when messaging someone from across the world.
3. Messages sent are encrypted – only the intended recipient will be able to see the message.
4. Messaging services are compatible on any device and with both Android and Apple products.
   There are no restrictions.



Lesson 04 CREATING A PRESENTATION

- You can use Office Suite to create presentations to express opinions and ideas.
- A suitable design can make presentations engaging and visually appealing.



Microsoft PowerPoint

- It includes
  - drawing and writing tools to create text.
  - animation options to add movement to sentences and words on your slides.
- You can use Microsoft PowerPoint to create presentations to communicate ideas and opinions.
- PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers.

Tools for creating a presentation in PowerPoint

Tool	Usage
Design tab >> Slide Size	- Click on it to choose the size of your slide - Choose Standard or Widescreen. - Customize your own slide size.
Design tab >> Themes and Variants	-These tools help you to choose a style for your presentation, including design and text placement.
Save As >> PDF option	- To save your presentation as a PDF file before printing to keep its formatting.
Edit in Review mode	- To review your presentation. - In Review mode, you can make your changes, if there any text errors or issues with the layout.
File tab >> Print	- To see a final preview of your flyer and click Print.
Insert tab >> Pictures	-To add pictures to your presentation to help get your message across. -You can upload pictures from an online picture bank, a screenshot, or from your photo album.
Insert tab >> Text box	- to write your Text - Use the Text Box to carefully craft your message. -You can also use SmartArt but make sure it's easy to read. -Remember the 10-20-30 rule when it comes to text size!

10-20-30 Rule

- Slides shouldn't be more than 10 slides
- Duration shouldn't be longer than 20 minutes
- Fonts shouldn't be smaller than 30 point size



Lesson 05 CREATING A DATABASE

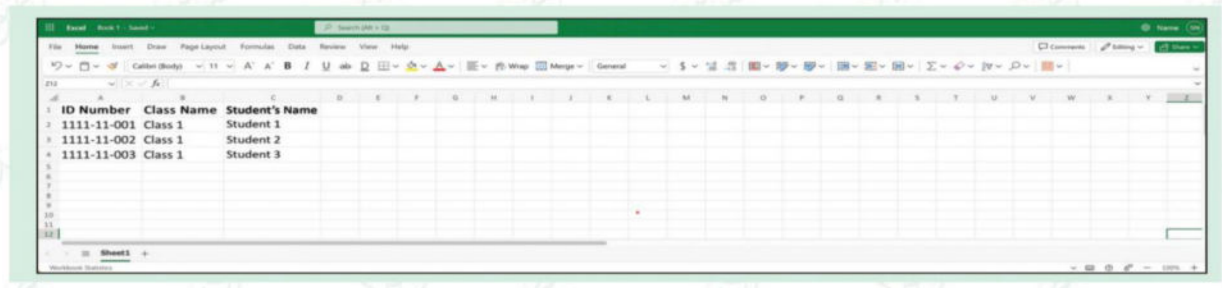


- Databases store a large amount of information in a computer system.
- The data can then be easily analyzed or changed to meet the needs of users.
- Databases can be used to collect information about people, places, or things. Ex: 1- A teacher may have a secure database that includes student information such as their **student number** in the school, records and **class name**.
  2- A business may have similar databases for keeping track of employees' information.
- Note: All data must be managed in compliance with Egypt's Data Protection Laws.

Creating a Database in Microsoft Excel

- You can use Microsoft Excel to create databases.
- The steps below explain how to add students numbers, names, and birth dates to create a database in Microsoft Excel:
- Step 1: Click on cells A1, B1, C1 to type in the column headings or field names that you want to add.
- Step 2: ID number: 1111-11-001. Type the ID number in the correct column.
- Step 3: Class name. Type the class name in the correct column, then move to the next column.
- Step 4: Student's name. Type the student's name in the correct column.
- To add additional information columns to a database:
  1- Right-click the top of the column
  2- Select Insert Column.
  3- Add your column heading.

- When you type in numbers, such as a date, Excel will automatically format them.

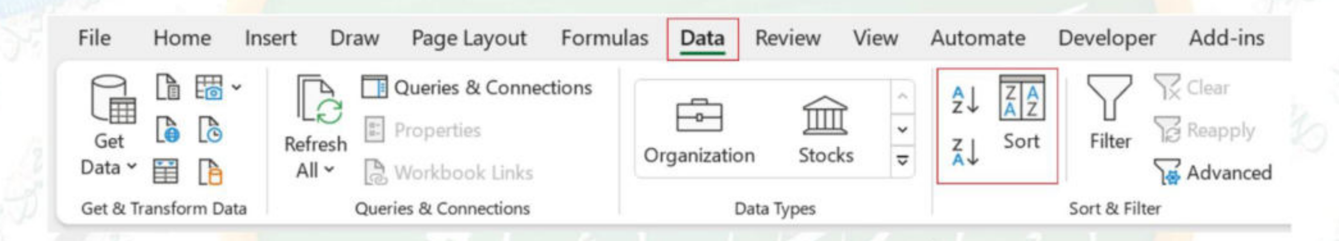


ID Number	Class Name	Student's Name
1111-11-001	Class 1	Student 1
1111-11-002	Class 1	Student 2
1111-11-003	Class 1	Student 3

Using Common Excel Tools

Sorting — Adding(+) — Subtracting(-) — Multiplying(*) — Dividing(/)

- **Sort**: Go to the toolbar >> Data >> Sort.



- Excel lets you manipulate numbers in your database by adding formulas.
- You can also add text (such as names) to cells, with or without using a formula.
- **To create a formula:** Type "=" in the cell. This lets Excel know you are creating a formula.

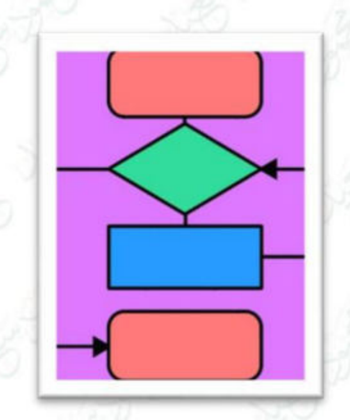
Lesson 06 CREATING DIGITAL PROJECTS



- PowerPoint is a useful presentation tool to share information with others.
- It allows you to share information not just via text, but also via visuals such as:
  -images - videos - animations -graphics.
- **Visuals** in a presentation are appealing additions to any presentation.
- PowerPoint also helps you to understand the material better than just plain text.



Flowcharts



- Another tool you can include in a PowerPoint presentation is a flowchart.
- A flowchart illustrates a series of steps.
- You can use it for visualizing, planning, presenting, and tracking progress of a task or project, including a coding project.

How to create a flowchart in PowerPoint?

1. Via the Insert tab, click on SmartArt.
2. Click on Choose a SmartArt Graphic.
3. Select Process.
4. Click on a flowchart to review its description in the dialogue box.
5. Choose the flowchart you want to use.
6. Click OK.
7. Click on [Text] in the flowchart to add your information.

How to change colors of your flowchart?

- You can change the colors of your flowchart to make it more visually appealing
    1. Select the slide and flowchart.
    2. Click on SmartArt Design.
    3. Click on Change Colors or choose an option using SmartArt Styles.
    4. Choose your desired color.

Remember



- When you give a presentation, speak clearly and slowly – and confidently!
- Give your audience an introduction about the purpose of your presentation.
- Practice your presentation in advance.
- Make sure you point towards the different sections of your flowchart.

المراجعة رقم (4)

اختبار شهر مارس





****

Theme 4 Lesson 1 : Questions : Explorer in Action

First: Put the (True) or (False) :-

1- You can schedule your desired trips through the Internet. ( )
2- Through social networking sites, you can contribute to spreading awareness about improving the environment, ( )
3- Ms. Sonika studied engineering, robotics and artificial intelligence. ( )
4- **Aloi** helps people use financial services. ( )
5- The mobile wallet is an application for sending money only. ( )
6- Customers can access services on the Internet from anywhere and at any time. ( )
7- Egypt has issued a locally manufactured electric car to support the green economy strategy. ( )
8- You can pay for trips online using a mobile wallet. ( )
9- Using electric cars is part of Egypt's strategy adopt green economy. ( )

10- Using small electric buses could reduce the emissions rate . ( )

11- Egypt launched its first locally manufactured electric car in February 2023.( )

12- Using small electric buses could reduce the emissions rate . ( )

13- The first locally manufactured electric car worked with fuel . ( )

14- The current vehicles can be upgraded with long-lasting lithium-ion batterie.( )

15- The first locally manufactured electric car maximum speed is 60 km/hr . ( )

Second: Choose the correct answer from the brackets:

1- using small electric buses could ……………. the emissions rate

a- reduce b- Increases c- Doesn't affect d- all of above

2- most of the minibus drivers in the capital Kathmandu were

a- Men b- Women c- Kids d- all of above

3- Ms. Sonika co-founded the company ....

A- Agricultural Technology B- Financial Technology

C- Industrial Technology d- all of above

4- You can store money on your device using the ..... application.

A- Facebook B- Yahoo C- Mobile Wallet D- Digital footprint

5- The first locally manufactured electric car work with.............

a- gas b- lithium-ion battery c- fuel d- water

6- As part of its strategy to adopt a green economy, Egypt launched its first ..

a- fast train b- Satellite channel

c- locally manufactured electric car d- digital educational platform

****

Theme 4 Lesson 2 : OPERATING SYSTEMS AND SOFTWARE

First: Put the (True) or (False) :-

1- The operating system is an unimportant program that can be dispensed with in the computer. ( )

2- Programs can be removed from the computer using the control panel. ( )

3- Without an operating system, your computer will be useless. ( )

4- It is possible for the computer to work easily without an operating system. ( )

5- The operating system (OS) is a program that manages the functions of the computer. ( )

6- The hardware and software settings in the control panel cannot be changed. ( )

7- The operating system (OS) is the one that manages the functions of the computer and its associated devices. ( )

8- Smartphones and tablets use one operating system, Android. ( )

9- Most laptops and computers have android pre-loaded. ( )

10- It is difficult to download some programs necessary to operate the printer on your device via the Internet. ( )

11- The operating system is considered the most important program in your computer . ( )

12- You can modify the device and programs settings through the control panel.( )

13- Macintosh computers use macOS operating system. ( )

14- The changes you make in the Control Panel don't automatically applied to other software in your computer. ( )

15- Smartphones and tablets use different operating system as (Android).( )

16- The layout and graphical interface of the Control Panel isn't different in each version of Windows. ( )

Second: Choose the correct answer from the brackets:

1- .... is one of the most important programs on your computer.

A- Photo editing B- Operating system C- Digital wallet d- Excel

2- The operating system is an essential part of ....

A- Software B- Hardware C- Systems d- data

3- The operating system (OS) is the program that mange's ....

A- computer functions B- Manages programs and devices

C- Both are correct d- all of above

4- The operating system ....is the most common on desktop computers.

A- Windows B- Android C – Linux d- all of above

5- OS manages different units of computer, such as..............

a. CPU b. memory c. storage d. all of them

6- …………...... manages computer functions and facilitates easy communication between the user and the device.

A. Microphone B. Printer C. Scanner D. Operating systems

7- When you plug a new printer into a PC the Windows will…………….

a- downloads the correct software to use it
b- uninstall it
c- change its settings
d- prevent its specification

8- All computer devices and portable computer use operating system …..

a- macOS
b- Microsoft windows
c- android
d- Ios

****

Theme 4 Lesson 3 : Questions : WRITING AND SHARING REPORTSE

First: Put the word (True) or (False) :-

1- WhatsApp is an example of a messaging service. ( )

2- It is difficult to download some of the programs necessary to operate the printer on your device over the Internet. ( )

3- Text messages allow images, audio clips, and video to be sent to only one person. ( )

4- One of the features of WhatsApp is that it encrypts sent messages so that only the recipient can read the message. ( )

5- Word formatting tools allow you to put titles and insert images. ( )

6- Reports can be written using Microsoft Word. ( )

7- You can use messaging services such as WhatsApp to exchange ideas and share information. ( )

8- Text messages are sent to only one person and cannot be sent to a group of people. ( )

9- Word processing program used to write reports and share information. ( )

10- WhatsApp application allows you to send and receive messages for free. ( )

11- The WhatsApp services are compatible in android and apple devices with no restrictions. ( )

12- From the disadvantages of using WhatsApp that Messages sent are encrypted. ( )

13- Microsoft Word program includes editing tools that allow you to check reports are concise and free of spelling and grammatical errors. ( )

Second: Choose the correct answer from the brackets:

1- Images can be inserted into a document by clicking on the tab ..... . Then clicking on Choose Images.

A- Design B- Layout C- Insert D- DRAW

2- Services ..... depend on the device's connection to the Internet.

A- Email B- Paper mail C- Paper magazines D- PRINTED

3- ..... is an example of an instant messaging application.

A- Windows B- GPS C- SmartArt C- WhatsApp

4- Microsoft Word is used in .....

A- Sharing information B- Writing reports C- Both D- NONE

5- .... to view a document before saving or printing

a- Painting tools b- language tools c- preview tools D- INSERT

6- The …………. Program used to type reports.

a- GIMP b- HTML c- JavaScript d- Microsoft word

7- Send and receive free message all over the world is one of the…. advantages.

a- paint b- WhatsApp c- electronic games d- programming language

****

Theme 4 Lesson 4 : Questions : CREATING A PRESENTATION

First: Put the word (True) or (False) :-

1- You can create presentations that rely on movement and sound using Excel. ( )

2- PowerPoint provides options to add movement to sentences and words on slides. ( )

3- In presentations, the font size should not be less than 30. ( )

4- PowerPoint helps you understand the material presented better than plain text. ( )

5- Microsoft PowerPoint can be used to create presentations that express your opinions and ideas. ( )

6- If there are any text errors or layout issues, you can make changes in Review mode. ( )

7- WhatsAppTM can be used to create offers. ( )

8- PowerPoint presentation must exceed 10 slides . ( )

9- PowerPoint has animation options that allow you to add movement to sentences and words on slides. ( )

10- The PowerPoint presentation should exceed 20 minutes. ( )

Second: Choose the correct answer from the brackets:

1- The slide size is changed through the tab.

A- Insert B-PRINT C- Design D- File

2- To save the presentation file, you must click on ..... .

A- Insert B- Design C- Save As D- FORMAT

3- The presentation is printed in PowerPoint from the tab.

A- File B- Insert C- Design D- FORMAT

4- When writing text in a presentation, the font size must not be smaller than .....

A-30 B-20 C-10 D- 40

5- The recommended rule that must be followed in PowerPoint presentations .....

A- 10-20-30 B- 20-30-40 C- 5-10-15 D- 30-40-50

6- It is a tab in Power Point that allows you to choose the size of your slide.

a- File tab b- Insert tab c- Design tab D- FORMAT TAB

7- the PowerPoint presentation shouldn't exceed .... based on the 10-20-30 rule.

a- 20 slides b- 10 slides c- 10 colors D- 40 MINUTS

8- The .... program allows you to add movement to sentences and words on slides.

A- GIMP B- HTML C- Microsoft PowerPoint D- Microsoft Word

9- Fonts smaller than .... points should not be used

A- 10 B- 20 C- 30 D- 40

****

Theme 4 Lesson 5 : Questions : CREATING A DATABASE

First: Put the word (True) or (False) :-

1- Only simple data (name, email) can be stored in your databases. ( )

2- You must write "--" at the beginning of the cell to create a formula in Excel. ( )

3- To create a formula in Excel, you must start with the equal sign =. ( )

4- Excel does not allow adding text to cells, but it allows adding numbers only. ( )

5- Databases store a small amount of information and data. ( )

Second: **Choose the correct answer from the brackets:**

1- Companies use .... to record their employees' data.

A- Databases B- Digital blogs C- Social sites D- message service

2- Which of the following formulas is a correct formula that can be used in Excel

A- C5+B6 B- =A3+D2 C- AB3-B1 D- N2**N5

3- The .... symbol is used in Excel to perform mathematical operations.

A- @ B- $ C- = D- #

4- To create a formula in Microsoft Excel, the ... symbol must be written in the cell.

A- + B- = C- / D- #

5- Databases can be used in Excel to collect information about ....

A- People B- Places C- things D- All of the above

6- ……………….. symbol is used for diving numbers in excel formulas.

a- + b- * c- / D- =

****

Theme 4 Lesson 6 : Questions : CREATING DIGITAL PROJECTS

First: Put the word (True) or (False) :-

1- You can change the colors of the flowchart in PowerPoint. ( )

2- Adding visuals to any presentation makes it attractive. ( )

Second: Choose the correct answer from the brackets:

1- PowerPoint uses the ..... tool to create flowcharts.

A- SmartArt B- Video C- Picture D- SIZE

2- To add information to the flowchart, click on ..... .

A- Picture B- Text C- Video D- AUDIO

3- When giving a presentation, you should speak ..... .

A- Randomly. B- Low voice. C- Slowly D- FAST

4- …………. Not considered visualizations in a Power Point presentation.

a- Text b- Videos C- PICTURE D- Music

5- via the ………. tab, click on SmartArt to create a flowchart in PowerPoint.

a- Design b- review c- insert D- FILE

****

Theme 4 Lesson 1 : Questions : Explorer in Action

First: Put the (True) or (False) :-

1- You can schedule your desired trips through the Internet. (T)
2- Through social networking sites, you can contribute to spreading awareness about improving the environment, (T)
3- Ms. Sonika studied engineering, robotics and artificial intelligence. (T)
4- **Aloi** helps people use financial services. (T)
5- The mobile wallet is an application for sending money only. (F)
6- Customers can access services on the Internet from anywhere and at any time. (T)
7- Egypt has issued a locally manufactured electric car to support the green economy strategy. (T)
8- You can pay for trips online using a mobile wallet. (T)
9- Using electric cars is part of Egypt's strategy adopt green economy. (T)
10- Using small electric buses could reduce the emissions rate . (T)
11- Egypt launched its first locally manufactured electric car in February 2023.(T)
12- Using small electric buses could reduce the emissions rate . (T)
13- The first locally manufactured electric car worked with fuel . (F)
14- The current vehicles can be upgraded with long-lasting lithium-ion batterie.(T)
15- The first locally manufactured electric car maximum speed is 60 km/hr . (T)

Second: Choose the correct answer from the brackets:

1- using small electric buses could ……………. the emissions rate

a- reduce b- Increases c- Doesn't affect d- all of above

2- most of the minibus drivers in the capital Kathmandu were

a- Men b- Women c- Kids d- all of above

3- Ms. Sonika co-founded the company ....

A- Agricultural Technology B- Financial Technology

C- Industrial Technology d- all of above

4- You can store money on your device using the ..... application.

A- Facebook B- Yahoo C- Mobile Wallet D- Digital footprint

5- The first locally manufactured electric car work with............

a- gas b- lithium-ion battery c- fuel d- water

6- As part of its strategy to adopt a green economy, Egypt launched its first ..

a- fast train b- Satellite channel

c- locally manufactured electric car d- digital educational platform

****

Theme 4 Lesson 2 : OPERATING SYSTEMS AND SOFTWARE

First: Put the (True) or (False) :-

1- The operating system is an unimportant program that can be dispensed with in the computer. (F)

2- Programs can be removed from the computer using the control panel. (T)

3- Without an operating system, your computer will be useless. (T)

4- It is possible for the computer to work easily without an operating system. (F)

5- The operating system (OS) is a program that manages the functions of the computer. (T)

6- The hardware and software settings in the control panel cannot be changed. (F)

7- The operating system (OS) is the one that manages the functions of the computer and its associated devices. (T)

8- Smartphones and tablets use one operating system, Android. (T)

9- Most laptops and computers have android pre-loaded. (F)

10- It is difficult to download some programs necessary to operate the printer on your device via the Internet. (F)

11- The operating system is considered the most important program in your computer . (T)

12- You can modify the device and programs settings through the control panel.(T)

13- Macintosh computers use macOS operating system. (T)

14- The changes you make in the Control Panel don't automatically applied to other software in your computer. (F)

15- Smartphones and tablets use different operating system as (Android).(T)

16- The layout and graphical interface of the Control Panel isn't different in each version of Windows. (F)

Second: Choose the correct answer from the brackets:

1- .... is one of the most important programs on your computer.

A- Photo editing B- Operating system C- Digital wallet d- Excel

2- The operating system is an essential part of ....

A- Software B- Hardware C- Systems d- data

3- The operating system (OS) is the program that mange's ....

A- computer functions B- Manages programs and devices

C- Both are correct d- all of above

4- The operating system ....is the most common on desktop computers.

A- Windows B- Android C – Linux d- all of above

5- OS manages different units of computer, such as..............

a. CPU b. memory c. storage d. all of them

6- …………..... manages computer functions and facilitates easy communication between the user and the device.

A. Microphone B. Printer C. Scanner D. Operating systems

7- When you plug a new printer into a PC the Windows will………….

a- downloads the correct software to use it   b- uninstall it

c- change its settings   d- prevent its specification

8- All computer devices and portable computer use operating system .....

a- macOS   b- Microsoft windows   c- android   d- Ios

****

Theme 4 Lesson 3 : Questions : WRITING AND SHARING REPORTSE

First: Put the word (True) or (False) :-

1- WhatsApp is an example of a messaging service. (T)

2- It is difficult to download some of the programs necessary to operate the printer on your device over the Internet. (F)

3- Text messages allow images, audio clips, and video to be sent to only one person. (F)

4- One of the features of WhatsApp is that it encrypts sent messages so that only the recipient can read the message. (T)

5- Word formatting tools allow you to put titles and insert images. (T)

6- Reports can be written using Microsoft Word. (T)

7- You can use messaging services such as WhatsApp to exchange ideas and share information. (T)

8- Text messages are sent to only one person and cannot be sent to a group of people. (F)

9- Word processing program used to write reports and share information. (T)

10- WhatsApp application allows you to send and receive messages for free. (T)

11- The WhatsApp services are compatible in android and apple devices with no restrictions. (T)

12- From the disadvantages of using WhatsApp that Messages sent are encrypted. (F)

13- Microsoft Word program includes editing tools that allow you to check reports are concise and free of spelling and grammatical errors. (T)

Second: Choose the correct answer from the brackets:

1- Images can be inserted into a document by clicking on the tab ..... . Then clicking on Choose Images.

A- Design B- Layout C- Insert D- DRAW

2- Services ..... depend on the device's connection to the Internet.

A- Email B- Paper mail C- Paper magazines D- PRINTED

3- ..... is an example of an instant messaging application.

A- Windows B- GPS C- SmartArt C- WhatsApp

4- Microsoft Word is used in .....

A- Sharing information B- Writing reports C- Both D- NONE

5- .... to view a document before saving or printing

a- Painting tools b- language tools c- preview tools D- INSERT

6- The …………. Program used to type reports.

a- GIMP b- HTML c- JavaScript d- Microsoft word

7- Send and receive free message all over the world is one of the…. advantages.

a- paint b- WhatsApp c- electronic games d- programming language

****

Theme 4 Lesson 4 : Questions : CREATING A PRESENTATION

First: Put the word (True) or (False) :-

1- You can create presentations that rely on movement and sound using Excel. (F)

2- PowerPoint provides options to add movement to sentences and words on slides. (T)

3- In presentations, the font size should not be less than 30. (T)

4- PowerPoint helps you understand the material presented better than plain text. (T)

5- Microsoft PowerPoint can be used to create presentations that express your opinions and ideas. (T)

6- If there are any text errors or layout issues, you can make changes in Review mode. (T)

7- WhatsAppTM can be used to create offers. (F)

8- PowerPoint presentation must exceed 10 slides . (F)

9- PowerPoint has animation options that allow you to add movement to sentences and words on slides. (T)

10- The PowerPoint presentation should exceed 20 minutes. (F)

Second: Choose the correct answer from the brackets:

1- The slide size is changed through the tab.

A- Insert B-PRINT C- Design D- File

2- To save the presentation file, you must click on ..... .

A- Insert B- Design C- Save As D- FORMAT

3- The presentation is printed in PowerPoint from the tab.

A- File B- Insert C- Design D- FORMAT

4- When writing text in a presentation, the font size must not be smaller than .....

A-30 B-20 C-10 D- 40

5- The recommended rule that must be followed in PowerPoint presentations .....

A- 10-20-30 B- 20-30-40 C- 5-10-15 D- 30-40-50

6- It is a tab in Power Point that allows you to choose the size of your slide.

a- File tab b- Insert tab c- Design tab D- FORMAT TAB

7- the PowerPoint presentation shouldn't exceed .... based on the 10-20-30 rule.

a- 20 slides b- 10 slides c- 10 colors D- 40 MINUTS

8- The .... program allows you to add movement to sentences and words on slides.

A- GIMP B- HTML C- Microsoft PowerPoint D- Microsoft Word

9- Fonts smaller than .... points should not be used

A- 10 B- 20 C- 30 D- 40

****

Theme 4 Lesson 5 : Questions : CREATING A DATABASE

First: Put the word (True) or (False) :-

1- Only simple data (name, email) can be stored in your databases. (F)

2- You must write "--" at the beginning of the cell to create a formula in Excel. (F)

3- To create a formula in Excel, you must start with the equal sign =. (T)

4- Excel does not allow adding text to cells, but it allows adding numbers only. (F)

5- Databases store a small amount of information and data. (F)

Second: **Choose the correct answer from the brackets:**

1- Companies use .... to record their employees' data.

A- Databases B- Digital blogs C- Social sites D- message service

2- Which of the following formulas is a correct formula that can be used in Excel

A- C5+B6 B- =A3+D2 C- AB3-B1 D- N2**N5

3- The .... symbol is used in Excel to perform mathematical operations.

A- @ B- $ C- = D- #

4- To create a formula in Microsoft Excel, the ... symbol must be written in the cell.

A- + B- = C- / D- #

5- Databases can be used in Excel to collect information about ....

A- People B- Places C- things D- All of the above

6- ………………... symbol is used for diving numbers in excel formulas.

a- + b- * c- / D- =

****

Theme 4 Lesson 6 : Questions : CREATING DIGITAL PROJECTS

First: Put the word (True) or (False) :-

1- You can change the colors of the flowchart in PowerPoint. (T)

2- Adding visuals to any presentation makes it attractive. (T)

Second: Choose the correct answer from the brackets:

1- PowerPoint uses the ..... tool to create flowcharts.

A- SmartArt B- Video C- Picture D- SIZE

2- To add information to the flowchart, click on ..... .

A- Picture B- Text C- Video D- AUDIO

3- When giving a presentation, you should speak ..... .

A- Randomly. B- Low voice. C- Slowly D- FAST

4- …………. Not considered visualizations in a Power Point presentation.

a- Text b- Videos C- PICTURE D- Music

5- via the ………. tab, click on SmartArt to create a flowchart in PowerPoint.

a- Design b- review c- insert D- FILE

حمل الآن

مجانا وحصريا

المراجعة رقم (5)

اختبار شهر مارس







March Revision

✸(1) Choose the right answers:

Mr. Ahmed ElBasha

1. To deal with images and make the needed modifications, use .... program.
a. Word b. Google Meet™ c. GIMP d. Excel

2. .... is one of the main uses of the GIMP program.
a. Compressing audio files b. Retouching photos
c. Coding websites d. Writing documents

3. GIMP is a .... program.
a. free b. paid c. expensive d. unusual

4. We can present an idea for something that doesn't exist yet by using .... tool.
a. retouching b. blending c. cropping d. selecting

5. .... is a benefit of using GIMP compared to Adobe Photoshop®.
a. Used on one operating system b. More expensive
c. Open source and free to use d. All of them

6. .... primarily drive the minibuses in the capital, Kathmandu.
a. Men b. Tourists
c. Government officials d. Women

7. Aloi is a company that helps people use .... services.
a. cultural b. financial c. social d. national

8. The business owner receives a/an .... when the funder confirms a loan.
a. password b. bank account c. e-mail d. digital token

9. All financial transactions are sent via .... without internet connection.
a. SMS (text) b. bank account c. e-mail d. Facebook

10. Ms. Sonicka studies focus on the .... field .
a. medicine b. biotechnology c. engineering d. information

11. Ms. Sonika Manandhar wants to solve the problem of .... in Nepal.
a. high carbon emissions rate b. lack of electronic minibus
c. difficulty for women to get loans d. all of them

12. .... keeps your computer running smoothly and the software wouldn't work without it.
a. GIMP b. OS c. Algorithm d. Video

13. Without an operating system, ...
a. you can deal with the computer b. you can't deal with the computer
c. you can access the websites d. all of them

14................ operating systems is commonly pre-loaded on most laptops and computers.

a. macOS b. Linux
c. Microsoft Windows d. Android

15. OS manages different units of computer, such as ....

a. CPU b. memory c. storage d. all of them

16................ runs on Macintosh computers.

a. Windows b. Linux c. Android d. macOS®

17................ use different operating systems like Android and iOS.

a. Smartphones b. Google Play Store
c. Tablets d. Both (a) & (c)

18. The .... allows modification of adjustable hardware and software settings and configurations.

a. recycle bin b. Control Panel c. web browser d. both a & b

19. The Control Panel can be found on the majority of computers by typing Control Panel into .... in the taskbar.

a. search box b. browser address
c. word program d. computer icon

20. To remove the app in android device, open .... then tap profile icon.

a. Google play store b. Messenger
c. Facebook d. Twitter

21. WhatsApp™ is used in ....

a. creating text files b. creating video files
c. sending and receiving messages d. none of them

22. In Word program, you can ....

a. add bold text b. create table
c. add video file d. both (a) and (b)

23. In chat you can include ....

a. one person b. many people
c. both (a) and (b) d. none of them

24. You can add different shapes and images through .... tab.

a. Design b. Home c. Insert d. Review

25. Messaging services are compatible on any device and with ....

a. Android b. Apple products
c. both (a) and (b) d. none of them

26................ you can do in Review mode in PowerPoint.

a. Add animations to words b. Save the presentation as a PDF
c. Make changes to text and layout issues d. Choose slide size

27................ is not a feature available in Microsoft PowerPoint.

a. Slide Size options
b. Themes and Variants
c. Create a website
d. Add pictures

28. You can see a final preview of your flyer before Print from .... tab.

a. Insert b. Review c. File d. Help

29. Visually attractive and interesting .... can be created with the use of a suitable design of Office Suite.

a. images b. presentations c. videos d. none of them

30. Easy-to-use features in .... can help create visually appealing content.

a. PowerPoint b. Google Meet c. Excel d. Zoom

31. The PowerPoint presentation shouldn't exceed .... based on the 10-20-30 rule.

a. 20 slides b. 10 slides c. 10 colors d. 30 words

32................ store a large amount of information in a computer system.

a. Documents
b. Presentations
c. Spreadsheets
d. Databases

33. You can add .... in cells.

a. numbers b. letters c. formula d. all of them

34. You can use Microsoft .... to create databases.

a. Excel™ b. Word™ c. PowerPoint™ d. Windows TM

35. The command .... is used to add column in Excel.

a. Data b. Insert c. Design d. Help

36. Databases can be used to collect information about ....

a. people b. places c. things d. all of them

37. The data can be .... analyzed or changed to meet the needs of users.

a. easily b. hard c. some d. difficulty

✹(2) Put (√) or (X) :

1. Databases may be used by a business to track employee's information. ( )
2. All data must be managed in compliance with Egypt's Data Protection Laws. ( )
3. When creating a formula in Excel, itis not necessary to start with the"=" sign. ( )
4. Word lets you manipulate numbers in your database by adding formulas. ( )
5. Every Excel formula must begin with the equal sign "=". ( )
6. Microsoft Excel can be considered as a database management system. ( )
7. You cannot change the color of specific items in a photograph using GIMP. ( )
8. Images can be altered with picture editing software. ( )
9. GIMP is an open-source software that can be used on different operating systems. ( )
10. Adobe Photoshop® is a free software. ( )
11. Adding motion blur is an example of a special effect you can achieve in GIMP. ( )
12. Blending images is not possible with GIMP. ( )
13. GIMP is often used by professionals who require expensive software. ( )
14. Photographic errors can be fixed with the GIMP's functions. ( )
15. You can change the color of specific items in a photograph using GIMP. ( )
16. The GNU Image Manipulation Program (GIMP) is a paid software. ( )
17. Ms. Sonika Manandhar is a doctor. ( )
18. Mobile wallet can be used to pay bills. ( )
19. Using electric cars is part of Egypt's strategy to adopt a green economy. ( )
20. The business owner receives a digital token when the funder confirms a loan. ( )
21. The price of electric cars is predicted to be appropriate for the Egyptian market. ( )
22. Ms. Manandhar co-founded the fintech company Aloi ( )
23. To insert a picture in a Microsoft Word, you should access the 'Review' tab. ( )
24. Microsoft Word has a preview tool to view documents before saving or printing. ( )
25. You can choose the font you would like to use from the drop-down menu. ( )
26. Messaging services allow you to send text, images, voice messages and videos. ( )

27.	We use Microsoft Word for writing reports.	( )
28.	Through Microsoft Word program, you can make presentation.	( )
29.	Review tab is used to insert pictures and shapes in word program.	( )
30.	WhatsApp™ is used for sending and receiving messages.	( )
31.	You can't change the font type in Microsoft Word program.	( )
32.	You can change the settings of an OS by using a system settings control.	( )
33.	Most laptops and computers have Android pre-loaded.	( )
34.	It is difficult to remove computer programs from your computer.	( )
35.	Operating system coordinates the communication between hardware-software.	( )
36.	When you plug a new printer into a PC, Windows downloads the correct software.	( )
37.	Design tab in PowerPoint offers no variations and themes for styling presentations.	( )
38.	There are animation options in Microsoft PowerPoint to add movement to sentences and words on your slides.	( )
39.	You can not customize your slide size.	( )
40.	PowerPoint is used to create a presentation to communicate ideas and opinions.	( )

✸(3) Complete the following sentences by using these words:

1. **(communication - expensive - expensive - imagination - Blending)**

1. .... combines two images to make them look like one.
2. GIMP is an open source software that can be used on different operating systems to change images in any way that your .... wants.
3. Graphic designers, photographers and other creative professionals use a/an .... software such as Adobe Photoshop®.
4. Operating system coordinates the .... between hardware and software.

2. **(green economy - WhatsApp - digital token - transactions - Aloi**

1. The business owner receives a .... when the funder confirms a loan.
2. Using electric cars is part of Egypt's strategy to adopt ....
3. .... is a company that helps people use financial services.
4. All financial .... are sent via SMS (text).
5. You can use messaging services, such as the .... application, to communicate ideas and share information.

3. **(customize –mistakes – ideas - Microsoft Word - Excel – Databases)**

1. You can .... the slide size in PowerPoint.
2. .... is still the most reliable creation tool to use for writing reports to share information.
3. Microsoft PowerPoint can be used to make presentations that express .... and views.
4. Check your presentation; are there any .... in the text or in the layout.
5. You can use .... to create databases.
6. .... can be used to collect information about people, places, or things.

Model Answer

(1) Choose the right answer:

1. C	**8.** D	**15.** A	**22.** D	**29.** B	**36.** D
2. B	**9.** A	**16.** D	**23.** C	**30.** A	**37.** A
3. A	**10.** C	**17.** D	**24.** C	**31.** A	
4. B	**11.** D	**18.** B	**25.** C	**32.** D	
5. C	**12.** B	**19.** A	**26.** C	**33.** D	
6. D	**13.** B	**20.** A	**27.** C	**34.** A	
7. B	**14.** C	**21.** C	**28.** C	**35.** B	

(2) Put (√) or (X) :

1. (√)	**8.** (√)	**15.** (√)	**22.** (√)	**29.** (X)	**36.** (√)
2. (√)	**9.** (√)	**16.** (X)	**23.** (X)	**30.** (√)	**37.** (X)
3. (X)	**10.** (X)	**17.** (X)	**24.** (√)	**31.** (X)	**38.** (√)
4. (X)	**11.** (√)	**18.** (√)	**25.** (√)	**32.** (√)	**39.** (X)
5. (√)	**12.** (X)	**19.** (√)	**26.** (√)	**33.** (X)	**40.** (√)
6. (√)	**13.** (X)	**20.** (√)	**27.** (√)	**34.** (X)	
7. (X)	**14.** (√)	**21.** (√)	**28.** (X)	**35.** (√)	

(3) Complete the following sentences by using these words:

1	**1.** Blending **2.** Imagination **3.** Expensive **4.** communication	**2**	**1.** digital token **2.** green economy **3.** Aloi **4.** Transactions **5.** WhatsApp
3	**1.** Customize **2.** Microsoft Word **3.** Ideas **4.** Mistakes **5.** Excel **6.** Databases		



كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9



خطوة 1

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

خطوة 4
اختيار نوع الورق

خطوة 5
اختيار A4

خطوة 6